

ALTER  
PEARSON, LLC  
ATTORNEYS AT LAW

Robin Messier Pearson  
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701 Hebron Avenue  
P.O. Box 1530  
Glastonbury, CT 06033

May 13, 2016

860.652.4020 TELEPHONE  
860.652.4022 FACSIMILE

Honorable Members of the West Hartford Town Council  
Town of West Hartford  
Town Hall  
50 South Main Street  
West Hartford, Connecticut 06107

**RE: Change of Zone from R-13 to Residence-Office District (RO) and then to Special Development District for Proposed Office Building, 312 North Main Street, West Hartford, Connecticut.**

Dear Mayor Slifka and Honorable Members of the Town Council:

Application is hereby filed on behalf of ZP Group, LLC ("ZP Group") and 312 North Main Street, LLC (collectively, "Applicants"), to rezone 312 North Main Street ("Property"), a vacant lot, from R-13 to Residential-Office (RO) and then to designate the rezoned lot as a special development district. The Applicants propose to construct a 3,360± square foot, two and one-half story building designed to look like a single family house, to be used for professional office use.

312 North Main Street, LLC, Julianne Roth Manager, has entered into a contract to purchase the Property and completed building, as home for her business Companions for Living, LLC, (collectively "CFL"). Upon receipt of all necessary land use approvals, ZP Group will construct the building for use by CFL. CFL is a home care agency located in West Hartford, which specializes in Memory Care, Alzheimer's care and the care of persons with other dementias. CFL currently leases space at 1216 Farmington Avenue. CFL provides services within its clients' homes and therefore prefers to have its business offices located within a residential structure. Having its business within a residential structure serves two beneficial purposes: first, it allows families faced with the need to obtain home care a more comfortable environment in which to meet, and second, it provides a realistic setting for CFL to train its staff, which provides services in client homes.

The Property is on the east side of North Main Street adjacent to the Bishop's Corner East shopping center to the north. The Property abuts single-family homes to the south and east. Across the street to the west is an RMO zoned mixed office-residential structure, Eden commercial plaza and single family homes. The RO district was established for use in areas where residential, institutional and office uses coexist. Its use is intended for areas of transition, from single-family dwellings to higher intensities. The standards of the RO zone are intended to make the uses mutually compatible. An office building for professional offices is permitted in the RO zone. While the RO regulation does not require that a proposed office structure be

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residential in appearance, the Applicants determined that such a limitation would be desirable for this location.

The Applicants met numerous times with the Town's planning and engineering staff to discuss building design issues. The Applicants met informally with the Design Review Advisory Committee ("DRAC") to review proposed design and landscaping. The resultant design proposal is responsive to comments received. The Applicants believe the proposal will be an improvement for the Property and neighborhood North Main streetscape, and an asset for the community overall.

**OVERVIEW OF PROPOSAL:**

The Property is approximately 12,076 feet in area, or .277 acres. The new building will be two and one-half (2 ½) stories in height and approximately 3,360 square feet in size. Locating the driveway along the southern property line allowed the building to be situated as far as possible from the abutting property owners on Haynes Road. The building design and choice of materials were specifically selected for compatibility with the residential buildings on North Main Street. On-site parking consisting of eleven (11) parking spaces will be in the rear of the Property. A new wooden screening fence is also proposed on the south and east property lines between the Property and its residential neighbors. All lighting will be shielded and directed downward.

**TRAFFIC AND PARKING:**

The location of the driveway to the south is also responsive to a Town engineering staff request that the driveway be located away from the traffic light at the access points to the shopping plazas immediately north of the Property. Town engineering staff also requested that a traffic impact analysis be commissioned for Town's review. Prepared by Solli Engineering, that traffic statement indicates that "the proposed traffic associated with the development can be accommodated by the surrounding roadway network. There is no indication that the proposed development will have an impact on the nearby signalized intersections." A copy of the traffic statement is an Enclosure (g) to this application.

The Applicants request relief from the § 177-32 of the Code standards for the number of parking spaces. The proposed parking layout includes eleven spaces including one accessible and three compact spaces. The size of the proposed building requires thirteen spaces; however, CFL's business is not vehicle intensive. The only vehicles going to the Property on a regular basis will be the six (6) on-site employees, as home care employees go directly to their client's homes.

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There will be intermittent visitors to the site, including potential clients and employees for interviews and training.

**DESIGN AND LANDSCAPING:**

A significant buffer of trees and plantings as well as a wood fence will be established along the south and east borders of the Property. A sugar maple tree will be planted in the front yard, and extensive ornamental landscaping is provided throughout the site. The driveway has been narrowed to the greatest extent possible to allow for a wider buffer area between the driveway and the home to the south.

Care has been taken that lighting on the Property will not have a negative impact on any adjoining properties. The lighting for the parking area will be a sole dark-sky compliant pole-mounted light in the southeast corner of the Property, and a dark-sky compliant wall-pak light mounted on the rear of the building.

**WATER, SEWER AND STORM WATER:**

The proposed building will be connected to public water and sewer. A letter dated May 11, 2016, to the Director of Public Health requesting a statement as to the adequacy of any proposed sewage disposal system, is included as Enclosure (h). Also enclosed as Enclosure (i) is a copy of the May 11, 2016, request to The Metropolitan District, for a determination of adequacy.

Stormwater that currently leaves the site flows in a northeasterly direction off the Property. The proposed site plan provides for multiple drainage structures including numerous underground detention chambers in the rear of the Property that will instead collect stormwater and release it in a metered discharge to the Town's storm sewer system. The design was prepared in consultation with the Town engineering staff. A "Storm Drainage Report" prepared by Torres Engineering, describing and analyzing the proposed stormwater management system, is included as Enclosure (j).

**COMMUNITY OUTREACH:**

The Applicants and Ms. Roth intend to meet individually with nearby homeowners, and will conduct an extensive mailing to area property owners as to the specifics of the plan proposal and meet with or talk with interested persons. A copy of the May 13, 2016, letter to neighbors with exhibits is enclosed as Enclosure (k). An outreach report will be submitted prior to the hearing.

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Ms. Roth has also met with the Bishop's Corner Neighborhood Association to let them know of her interest in the possibility of locating CFL's office on the Property. The Applicants met with the Association on May 13, 2016, to show members the proposed site plan and building rendering, and to provide more information about the proposed development.

**PURPOSE AND COMPLIANCE WITH POCD:**

The Applicants proposal to develop the Property for use as an office building is consistent with the 2009-2019 West Hartford Plan of Conservation and Development ("POCD"). The POCD recognizes and encourages continued economic growth in West Hartford and states as a goal the strengthening of the community's tax base by promoting growth and retention of existing businesses and new development while preserving and protecting the residential character of the surrounding neighborhoods (*See* POCD p. 31). The POCD further states that as most of the land in Town is fully developed, economic growth, is and will continue to be, a balancing act between maintaining the quality of residential life and strengthening the community's tax base with new developments and successful business ventures (*See* POCD p. 39). The POCD recognizes that successful redevelopment often may involve development of "buffer zones", for those properties that border commercial and residential districts (*See* POCD p. 31).

The vacant Property is a "buffer zone" property as it borders a large commercial shopping plaza to the north and residential homes to the south and east. West Hartford has several zones that permit and encourage mixed use development in certain transitional areas such as the Property. The RO district permits such development. Indeed, there are other examples of residential properties on North Main Street that utilize the RO district for professional office uses in a manner comparable to the proposed development. The Applicants' office building has been purposefully designed to look like a home. Maintaining residential character of transitional use properties is mentioned in the POCD as being important for properties that provide a transitional buffer into residential areas. While the POCD specifically cites use of the Residential Character Office (RCO) and Multifamily-Residence Office (RMO) zones as two districts that can be utilized by special use permit approval to maintain the residential nature of the structure, an RO zone designation subject to a special development district ("SDD") approval by the Town Council can be an equally effective means by which to do so (*See* POCD p. 74).

The POCD notes that because of the complexity of attracting and controlling new development in tight commercial areas bordered by strong residential neighborhoods, West Hartford has utilized the SDD designation to permit greater control by the Town over building design, use, and tenant mix (*See* POCD p. 31). The intent of the SDD is to allow commercial development that is in harmony with the surrounding neighborhood (*See* POCD p. 31). The Applicants have

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designed an attractive building that is certainly compatible with the surrounding area in appearance. The POCD also states that development should be consistent with the existing quality of design and material standards of the community, particularly through use of the DRAC consultation (*See* POCD p. 79). The Applicants met with DRAC prior to submission of this application and its recommendations are reflected in the design of the building.

The rezoning of the Property from R-13 to RO with the added limitations and protections of the SDD designation permits economic growth while protecting existing neighborhood boundaries (*See* POCD p. 31).

**FINDINGS:**

The change of zone and designation of the Property as a special development district to accommodate the construction of a building for professional office use is deemed appropriate for the following reasons:

1. The proposed use and design as set forth in the application are in harmony with the overall objectives of the POCD as they foster commercial development patterns that are complementary to adjacent residential land uses, incorporate principles of smart growth, promote retention of an existing business, and employs the RO zone as a transitional buffer around a commercial district to preserve and protect the well being of the surrounding residential neighborhood; and
2. Because of the extra scrutiny imposed on by the SDD process, the proposed SDD plan with the requested changes to the standards applicable to permitted uses in the RO district intended to preserve the residential character of the Property and be compatible with the surrounding neighborhood, is superior to a zoning approval possible under the regular RO standards of the Zoning Code.
3. The proposed development is in harmony with both the actual and permitted development of adjacent properties, adopting the residential appearance of those properties and allowing for a modest office use compatible with the office uses across the street and to the north of the Property.

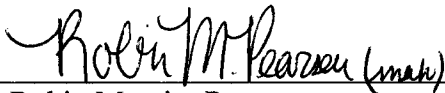
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The Proposed Ordinance, application fee and information required pursuant to Section 177-44 of the Zoning Ordinance, are enclosed and constitute the application.

Respectfully submitted,

ZP Group, LLC and 312 Main Street, LLC

By:   
Robin Messier Pearson  
Alter & Pearson, LLC  
Its Attorneys and Authorized Agent

List of Enclosures:

- (a) Application letter from owner of Premises, ZP Group, LLC;
- (b) Property Description;
- (c) Proposed Ordinance;
- (d) Affidavit of Interest;
- (e) Description of Proposed Uses;
- (f) Trash Management Plan;
- (g) Traffic Statement prepared by Solli Engineering;
- (h) Letter to the Director of the West Hartford Bloomfield Health District dated May 11, 2016;
- (i) Letter to The Metropolitan District regarding water and sewer service, dated May 11, 2016;
- (j) Storm Drainage Report prepared by Torres Engineering;
- (k) Letter to neighboring property owners dated May 13, 2016 with attachments;
- (l) Plans entitled: "CHANGE OF ZONE FROM R-13 TO RO WITH AN SDD OVERLAY AT 312 NORTH MAIN STREET WEST HARTFORD, CONNECTICUT SUBMITTED TO THE TOWN COUNCIL ON 05 / 13 / 16 PREPARED FOR: COMPANIONS FOR LIVING, LLC C/O JULIANNE ROTH 1216 FARMINGTON AVE., SUITE 202 WEST HARTFORD, CT 06107 ZP GROUP, LLC C/O GREGORY PATCHEN 998 FARMINGTON AVE., SUITE 214 WEST HARTFORD, CT 06107" (4 full-sized and 23 reduced plan sets); and
- (m) Application fee by check made payable to the Town of West Hartford.

( a )  
**Owners' Application Letter Per Code §177-44C(1)(a)**

May 13, 2016

Honorable Members, West Hartford Town Council  
Town of West Hartford  
50 South Main Street  
West Hartford, CT 06107

**RE: Change of Zone from R-13 to RO and then to Special Development District  
for 312 North Main Street, West Hartford, Connecticut.**

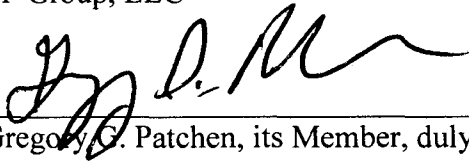
Dear Mayor and Members of the Town Council:

ZP Group, LLC, is the owner in fee of the property located at 312 North Main Street, West Hartford, Connecticut. The property is the subject of the above-referenced application to rezone 312 North Main Street, a vacant lot, from R-13 to Residential-Office (RO) and then to designate the rezoned lot as a special development district, for a proposed 3,360± square foot, two and one-half story building designed to look like a single family house to be used for professional office use, and together with new parking and landscaping, all as set forth in the documents and plans filed with this application.

This letter is provided to indicate the owner's consent to, and participation in, the filing and processing of said application.

Respectfully submitted,

ZP Group, LLC



\_\_\_\_\_  
Gregory C. Patchen, its Member, duly authorized

( b )

### **Property Description**

All that certain piece of parcel of land, situated in the Town of West Hartford, County of Hartford and State of Connecticut, shown on map entitled "ZONE CHANGE PLAN 312 NORTH MAIN STREET WEST HARTFORD, CT 06117 TORRES ENGINEERING, INC. 63 REED DRIVE WETHERSFIELD, CT 06109 (860)232-9833 SHEET NO. ZC-1 Date: May 13, 2016 Scale: 1"=10' Drawn: D.T. Checked: O.T.", which map or plan is on file or to be filed in the Town Clerk's Office in the Town of West Hartford to which reference may be had for a more particular description thereof, said certain piece of parcel of land being more particularly bounded and described as follows:

Commencing at a point in the east line of North Main Street which point is the southwest corner of land now or formerly of BISHOPS CORNER REALTY, LLC, and the northwest corner of land herein described;

Thence running N85°04'41"E a distance of 165.00' along land now or formerly of BISHOPS CORNER REALTY, LLC, to point;

Thence running S00°24'52"W a distance of 71.69' along land now or formerly of CHRISTOPHER D. TURNER + LORRAINE K. MEASE, to a point;

Thence running S83°45'47"W a distance of 165.00' along land now or formerly of MURIEL EDILBERTO, to a point;

Thence running N00°06'51"E a distance of 75.46' along the easterly street line of North Main Street to point, being the point and place of beginning.

Said parcel containing an area of 12,076.29± square feet or .277± acres.

(c)

**Proposed Ordinance**

**An Ordinance Amending the  
Zoning Regulations of the Town of West Hartford**

BE IT ORDAINED BY THE TOWN COUNCIL OF WEST HARTFORD:

That the boundaries and districts shown on the Building Zone Map entitled “REVISED ZONING MAP, TOWN OF WEST HARTFORD, CONNECTICUT”, which map is on file in the Town Clerk’s Office of the Town of West Hartford, Connecticut, be and is hereby amended as follows:

The zoning district designation for 312 North Main Street which property is more particularly described below, is hereby changed from R-13 to Residence-Office District (RO), and then to a special development district designation pursuant to the provisions of Section 177-44 of the Code of West Hartford, Connecticut, all in accordance with a set of plans entitled “CHANGE OF ZONE FROM R-13 TO RO WITH AN SDD OVERLAY AT 312 NORTH MAIN STREET WEST HARTFORD, CONNECTICUT SUBMITTED TO THE TOWN COUNCIL ON 05 / 13 / 16 PREPARED FOR: COMPANIONS FOR LIVING, LLC C/O JULIANNE ROTH 1216 FARMINGTON AVE., SUITE 202 WEST HARTFORD, CT 06107 ZP GROUP, LLC C/O GREGORY PATCHEN 998 FARMINGTON AVE., SUITE 214 WEST HARTFORD, CT 06107”, per the cover sheet, being sheet ZC-1, which set of plans is comprised of eleven (11) sheets including the cover sheet, to allow construction of a 3,360± s.f office building for professional use, with attendant parking, landscaping, lighting and signage all as set forth in the plans filed with this Application as those plans may be changed, approved by the West Hartford Town Council and filed on the West Hartford Land Records. The subject property is 312 North Main Street, more particularly bounded and described below, with reference being made to a map or plan entitled “ZONE CHANGE PLAN 312 NORTH MAIN STREET WEST HARTFORD, CT 06117 TORRES ENGINEERING, INC. 63 REED DRIVE WETHERSFIELD, CT 06109 (860)232-9833 SHEET NO. ZC-1 Date: May 13, 2016 Scale: 1”=10’ Drawn: D.T. Checked: O.T.”, which map or plan is on file or to be filed in the Town Clerk’s Office in the Town of West Hartford to which reference may be had.

Said piece or parcel of land situated on the east side of North Main Street in the Town of West Hartford, County of Hartford and State of Connecticut, and more particularly bounded and described as follows:

Commencing at a point in the east line of North Main Street which point is the southwest corner of land now or formerly of BISHOPS CORNER REALTY, LLC, and the northwest corner of land herein described;

Thence running N85°04’41”E a distance of 165.00’ along land now or formerly of BISHOPS CORNER REALTY, LLC, to point;

Thence running S00°24’52”W a distance of 71.69’ along land now or formerly of CHRISTOPHER D. TURNER + LORRAINE K. MEASE, to a point;

(c)

Thence running S83°45'47"W a distance of 165.00' along land now or formerly of MURIEL EDILBERTO, to a point;

Thence running N00°06'51"E a distance of 75.46' along the easterly street line of North Main Street to point, being the point and place of beginning.

Said parcel containing an area of 12,076.29± square feet or .277± acres.

(d)

### Affidavit of Interest

The undersigned being duly sworn hereby deposes and says that to the best of its ability:

The names and addresses of any persons, firms, or corporations having a direct or indirect interest in a personal or financial sense in the request by ZP Group, LLC and 312 North Main Street, LLC to change the zoning district designation for property at 312 North Main Street, West Hartford, Connecticut, from R-13 to Residence-Office District ("RO") and then to a special development district to allow for construction of a building for professional office use, all as set forth in the documents and plans filed with this application, are as follows:

1. ZP Group, LLC, applicant, developer and owner of 312 North Main Street, West Hartford, Connecticut 06117, has a business address of 998 Farmington Avenue, Suite 214, West Hartford, CT 06107, and a mailing address of P.O. Box 270754, West Hartford, CT 06127. The Secretary of State records indicate that both Mark J. Zweifler and Gregory G. Patchen are members of ZP Group, LLC, with business addresses of 998 Farmington Avenue, Suite 214, West Hartford, CT 06107.

2. 312 North Main Street, LLC, contract purchaser of 312 North Main Street, West Hartford, Connecticut 06117, has a business and mailing address of 1216 Farmington Avenue, Suite 202, West Hartford, Connecticut 06107. The Secretary of State records indicate that Julianne Roth is the Member of 312 North Main Street, LLC, with a business address of 1216 Farmington Avenue, Suite 202, West Hartford, Connecticut 06107. Companions for Living, LLC, is the intended user of 312 North Main Street and has a business and mailing address of 1216 Farmington Avenue, Suite 202, West Hartford, Connecticut 06107. The Secretary of State records indicate that Julianne Roth is the Manager of Companions for Living, LLC, with a business address of 1216 Farmington Avenue, Suite 202, West Hartford, Connecticut 06107.

ZP Group, LLC

By: 

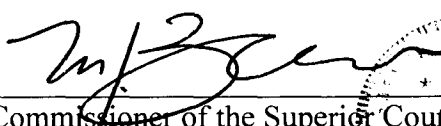
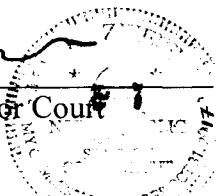
Gregory G. Patchen, its Member  
Duly authorized

312 North Main Street, LLC

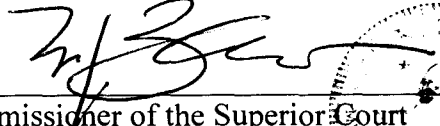
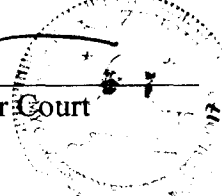
By: 

Julianne Roth, its Member  
Duly authorized

Subscribed and sworn before me this 13<sup>th</sup> day  
of May 2016.

  
Commissioner of the Superior Court  
Notary Public  
My Commission Expires: 

Subscribed and sworn before me this 13<sup>th</sup> day  
of May 2016.

  
Commissioner of the Superior Court  
Notary Public  
My Commission Expires: 

( e )

### **Description of Proposed Use**

The Applicants propose to construct a building for professional office use that is designed to look like a single family residential home at 312 North Main Street. The building will be 2½ stories in height and approximately 3,360± square feet in size. Attendant parking, landscaping, lighting and signage are proposed.

No noise, vibration, radiation, odor or dust, smoke, gas fumes, or other atmospheric pollution is expected to be produced from the operation and maintenance of the new office building and related parking area, other than customarily generated from such use.

( f )

### **Trash Management Plan**

**Location:**

The proposed building at 312 North Main Street will be used for professional office use; therefore, little trash will be generated. The users of the building will carry office waste and recycling (e.g., paper, drinking cups, etc.) to the trash and/or recycling receptacles located in the fenced-in nook at the southwest corner of the building as designated on the application plans. The use requires only two trash containers. The containers are residential in size and similar to those used by West Hartford residences for the collection of trash and recycling.

**Capacity and Frequency:**

The two trash containers will be picked up once a week, and the recycling container will be picked up every other week. Plastic lid containers will be used to limit noise during collection.

**Recycling:**

The site will utilize single stream recycling; all recyclable products will be deposited in one container.

(9)



April 27, 2016  
*Revised May 11, 2016*

Mr. Greg Patchen  
ZP Group LLC  
998 Farmington Avenue, Suite 214  
West Hartford, CT 06107

**RE: Traffic Impact Statement  
312 North Main Street  
West Hartford, Connecticut  
Project Number: 1510301**

Dear Greg:

Solli Engineering has prepared this assessment to provide an evaluation of the potential traffic impacts associated with the proposed development to be located at the 312 North Main Street in West Hartford, Connecticut. The evaluation has been completed in accordance with Town of West Hartford requirements as well as standard traffic engineering methodology. The investigation indicates that the proposed development will not have an adverse impact on the area roadway network.

#### **Project Description**

The project site is located at 312 North Main Street in West Hartford, CT. The site is undeveloped and is bounded by the Whole Foods shopping center to the north, North Main Street to the west, and residential uses to the south and east. The project site is currently zoned R-13 and it is our understanding you propose to have the project site rezoned to a Residence-Office District (RO) with an SDD overlay. The project proposes to construct a two-story structure with a 1,680 square foot footprint. The entire structure is proposed to be office space with a total of 3,360 square feet.

The project site is proposed to be accessed via a 20' curb cut site driveway intersecting with North Main Street at the southern portion of the property frontage. The driveway is proposed to provide two-way access to the rear parking area.

#### **Area Roadway Network**

The adjacent roadway network includes a signalized intersection approximately 125' to the north of the proposed site driveway which provides access to the Bishop's Corner and Whole Foods shopping plaza. Approximately 1000' north of the proposed site driveway is the signalized intersection of Albany Avenue (Route 44) and North Main Street. Approximately 1,400 feet to the south of the project site is the signalized intersection of North Main Street & Asylum Avenue.

North Main Street is north-south roadway classified as a principal arterial by the Connecticut Department of Transportation. There are two travel lanes in each direction with intermediate widening at intersections to allow for exclusive turning lanes. North Main Street has a posted speed limit of 35 miles per hour. The most recent average daily traffic, as published by CT DOT, was reported as 15,200 vehicles per day in 2012 at the nearest collection site located on North Main Street, approximately 0.95 miles south of the project site near the intersection with Fern Street and 17,600 vehicles per day approximately 0.31 miles north of the project site, just north of the intersection with Albany Avenue.

(g)

### Proposed Development

To assess the potential traffic impact of the proposed development, the potential trips to be generated by the proposed development were estimated using data from the Institute of Transportation Engineers (ITE) Trip Generation, 9th Edition. The trip generation was calculated for the AM and PM peak hours, the peak hours which have the greatest potential to be impacted by the proposed office land use. The proposed development is expected to generate 6 (5 entering, 1 Exiting) new trips during the AM peak hour and 5 (1 entering, 4 exiting) new trips during the PM peak hour. Table 1 below provides a summary of the anticipated trips generated by the proposed development.

| TABLE 1<br>TRIP GENERATION SUMMARY |              |          |          |              |          |          |
|------------------------------------|--------------|----------|----------|--------------|----------|----------|
| LAND USE                           | AM PEAK HOUR |          |          | PM PEAK HOUR |          |          |
|                                    | ENTER        | EXIT     | TOTAL    | ENTER        | EXIT     | TOTAL    |
| Office – 3,360sf                   | 5            | 1        | 6        | 1            | 4        | 5        |
| <b>Total Proposed Trips</b>        | <b>5</b>     | <b>1</b> | <b>6</b> | <b>1</b>     | <b>4</b> | <b>5</b> |

The trips generated by the proposed development are estimated to distribute to the surrounding roadway network following a pattern consistent with existing north-south distributions on North Main Street.

### Conclusions

Given the very low volume of trips to be generated by the proposed development, it is the professional opinion of Solli Engineering that the proposed traffic associated with the development can be accommodated by the surrounding roadway network. There is no indication that the proposed development will have an impact on the nearby signalized intersections.

If you have any questions or require any additional information, please call at your convenience.

Sincerely,

Solli Engineering, LLC



Collene Byrne  
Assistant Project Manager

(h)

## ZP Group, LLC

998 Farmington Avenue, Suite 214, West Hartford, Connecticut 06107  
(860) 982-0330 (TEL)

May 11, 2016

Steven Huleatt  
Director of Health  
West Hartford/Bloomfield Health District  
580 Cottage Grove Road  
Suite 100  
Bloomfield, CT 06002

**RE: 312 North Main Street, West Hartford, CT – Adequacy of  
Proposed Sewage Disposal System**


Dear Mr. Huleatt:

We are the owner of a vacant parcel of land located at 312 North Main Street in West Hartford, Connecticut. The parcel is currently zoned single-family R-13 and a plot plan had previously been approved by the Town Planning & Zoning office for the development of a single-family house. We are now proposing, through an application to the West Hartford Town Council under the Special Development District (SDD) provisions of the Town Zoning Regulations, to change the zone of the parcel to Residence-Office District and construct on the property a building that will be designed to look like a single-family house but will be able to be used as professional office space. The Town's SDD process makes the issuance of land use approvals conditional upon our submission of a statement from the Director of Health as to the adequacy of any proposed sewage disposal system. Water and sewer service to the building is to be provided by The MDC.

The proposed building is designed to resemble a single-family house and will be 2 ½ stories consisting of a total of approximately 3360 square feet of professional office space on the main and second levels. The building will contain one (1) full bathroom (tub/shower unit, toilet, sink), and three (3) half-bathrooms (toilet and sink). The office space is intended for one business with approximately six (6) full time employees.

We would greatly appreciate it if you would provide us at your earliest convenience with a letter stating that the proposed sewage disposal system is adequate. Please email the letter to my attention at [greg@jamatthewgroup.com](mailto:greg@jamatthewgroup.com) or fax it to (866) 460-0036. Should you need any further information or have any questions please call me at (860) 982-0330. Thank you for your cooperation with this matter.

Sincerely,



Gregory G. Patchen  
ZP Group, LLC

(i)

**ZP Group, LLC**

**998 Farmington Avenue, Suite 214, West Hartford, Connecticut 06107  
(860) 982-0330 (TEL)**

May 11, 2016

Michael Curley, P.E.  
Manager of Technical Services  
The Metropolitan District  
555 Main Street  
P.O. Box 800  
Hartford, CT 06142-0800

**RE: 312 North Main Street, West Hartford, CT –  
Availability and Capacity Analysis**

Dear Michael:

We are the owner of a vacant parcel of land located at 312 North Main Street in West Hartford, Connecticut. The parcel is currently zoned single-family R-13 and a plot plan had previously been approved by the Town Planning & Zoning office for the development of a single-family house. We are now proposing, through an application to the West Hartford Town Council under the Special Development District (SDD) provisions of the Town Zoning Regulations, to change the zone of the parcel to Residence-Office District and construct on the property a building that will be designed to look like a single-family house but will be able to be used as professional office space. The Town's SDD process makes the issuance of land use approvals conditional upon our submission of a letter from The MDC stating that (a) there is water service and wastewater collection available to the proposed development, and (b) that such services are of sufficient capacity for the planned development.

The location of the proposed development is 312 North Main Street in West Hartford, Connecticut (the "Property"). A location map of the property is enclosed. Also enclosed is a \$75.00 check payable to The Metropolitan District for administrative fees.

We have reviewed the Availability and Capacity Analysis checklist that was forwarded to us by your colleague, Jim Eschert, and have outlined the requested information below.

1. The type of type of facility to be located on the Property is a professional office building. The lot size of the Property is 12,076.29 square feet (approximately .277 acres). The proposed lawn coverage is 4,637 square feet (approximately .106 acres).
2. The building is designed to resemble a single-family house and will be 2 ½ stories consisting of a total of approximately 3360 square feet of professional office space on the main and second levels. The building will contain one (1) full bathroom (tub/shower unit, toilet, sink), and three (3) half-bathrooms (toilet and sink). The office space is

intended for one business with approximately six (6) full time employees.

3. Review of the applicable building codes and discussion with the West Hartford Fire Marshal indicates that the proposed building will be exempt for any requirement for a fire suppression system.
4. There are no new fire hydrants as part of the proposed development.
5. Other water uses and sources of wastewater within the planned development include a kitchen that will contain a sink and dishwasher, and two (2) hose bibs on the building for water use for landscape maintenance.
6. A 24"x36" site layout drawing with contours is enclosed.
7. The maximum elevation of the subject parcel is 176, and the mean elevation of the subject parcel is 174 as per the NAVD 88' Datum.

Please provide us with a written response if there is, or is not, sufficient availability and capacity to provide the planned development with water service and to convey and treat wastewater from the proposed project. If you need any further information or have any questions, please do not hesitate to call me at (860) 982-0330.

Sincerely,



Gregory G. Patchen  
ZP Group, LLC

(k)

**Z P Group, LLC**  
**998 Farmington Avenue, Suite 214, West Hartford, Connecticut 06107**  
**(860) 982-0330 (Tel)**

May 13, 2016

**RE: 312 North Main Street, West Hartford, CT (the "Property")**

Dear Neighbor:

ZP Group, LLC ("ZP") is the owner of 312 North Main Street, a vacant parcel of land on the east side of North Main Street located just south of the shopping plaza containing Walgreen's and Whole Foods (the "Property"). As the Property is currently zoned R-13, ZP Group purchased the Property with the intent to build on it a single-family home. ZP has since been approached by Julianne Roth, the managing member of Companions for Living, LLC ("CFL"), an existing West Hartford business, who asked if ZP could build on the Property a building that looks like a single-family home but could serve as CFL's administrative offices. The offices would be contained within a two and one-half story building consisting of approximately 3,360 square feet of professional office space.

Because the Property is located between a commercial property to its north and residential properties to its south and east, ZP and CFL believe that the Property is suitable for transitional professional office space. Accordingly, we (ZP and CFL) would like to pursue a change of zone for the Property from R-13 to Residential Office and then to a Special Development District ("SDD") so that the building to be constructed on the Property could be used for professional office space. The change of zone application would be accompanied by an application for a SDD that would restrict the type of use for the Property and would require any building to be residential in character.

CFL is an award-winning home care agency in West Hartford, which specializes in Memory Care; specifically, Alzheimer's care and other dementias. CFL has been in business for ten years, the last eight of which the business has been located in West Hartford. CFL currently leases space at 1216 Farmington Avenue. The company has steadily grown and will be unable to meet expansion needs in its current location; relocating its offices to the Property will allow an existing West Hartford business to remain in West Hartford.

Because CFL provides services within its clients' homes, it prefers to have its business offices located in a building that looks like a personal residence. Doing so serves two beneficial purposes: first, it allows families who are faced with the need to obtain home care for their elderly relatives a more comfortable environment within which to meet, and second, it provides a more realistic setting within which CFL can train its staff, who will be providing services in client homes.

(x)

We have spent much time planning for this project and have engaged professionals to design a building that is consistent with the residential character of the surrounding community. We have engaged Jack Kemper Associates, a highly regarded local architect who has designed many fine homes and buildings in West Hartford, to design the building, which has been proposed as colonial in style and with many architectural features. Dian Barnes, a local landscape architect, has prepared a landscaping plan for the Property that addresses both aesthetic appeal and appropriate buffering of neighboring properties. We have also met numerous times with the Town's planning and engineering staff to discuss our proposal. As part of our preparation for the submittal of our application we have engaged a traffic engineer who has determined that any impact on traffic from the development of the Property will be insignificant. Furthermore, we have retained a professional engineer to design a site drainage system so that the development of the Property will not result in any increase of discharge of storm water off of the Property. A copy of a rendering of the proposed building as well as a copy of the proposed landscaping plan is attached.

We are interested in your thoughts and ideas about the proposed development and are happy to provide you with further information and details about the project. Please call Greg Patchen of ZP Group at (860) 982-0330 or email him at [greg@jmatthewgroup.com](mailto:greg@jmatthewgroup.com) with any questions you may have. Thank you.

Sincerely,

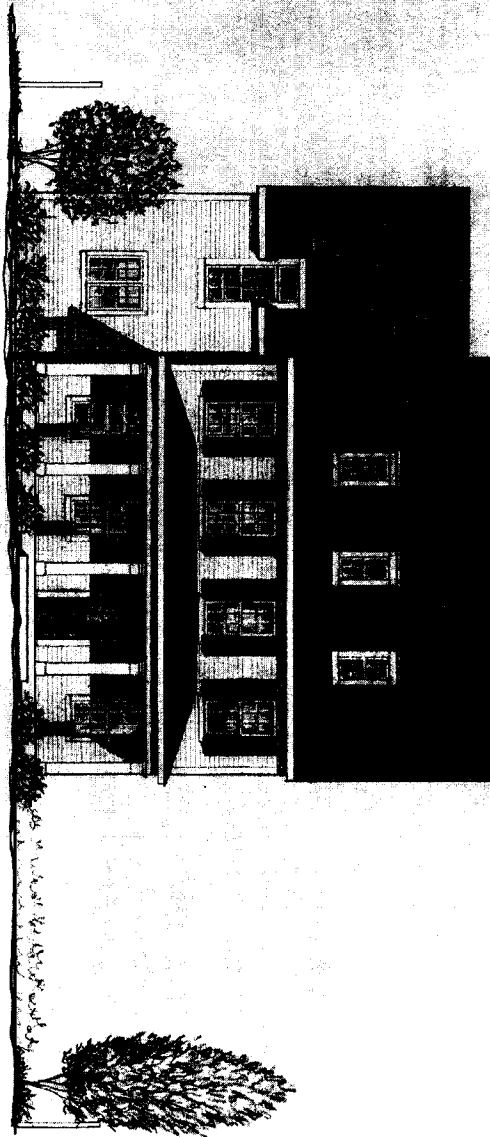
A handwritten signature in black ink, appearing to read 'Greg Patchen', with a long, sweeping horizontal line extending to the right.

ZP Group, LLC

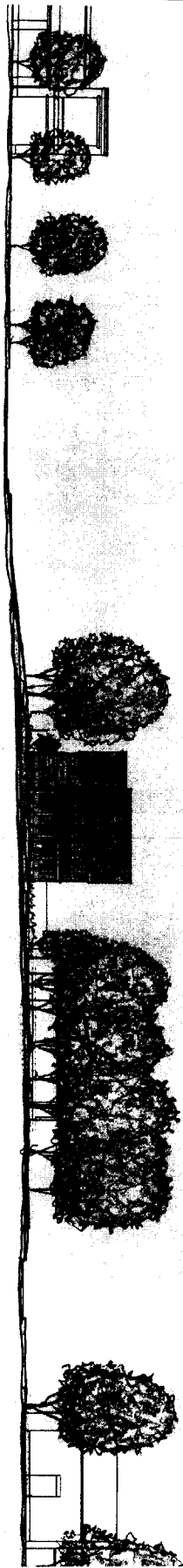
Gregory G. Patchen, Member

(2k)

WEST ELEVATION



NORTH MAIN STREET ELEVATION



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Sheet No.  
A-1  
OF 4

Checked By

PROPOSED OFFICE AT  
312 NORTH MAIN STREET  
WEST HARTFORD, CT

Kemper Associates Architects LLC  
790 Farmington Avenue • 2nd Floor • Farmington, Connecticut 06032  
(860) 408 - 7155 Fax (860) 408 - 7180

4-20-10  
Kemper Associates Architects LLC



(m)

WARNING: THIS DOCUMENT HAS SECURITY FEATURES IN THE PAPER

ZP GROUP LLC

51-7031/2111

Check No. 1097

Date 5/13/2016

Pay to the  
Order of Town of West Hartford

\$1,096.00\*

One Thousand Ninety Six and 00/100\*\*\*\*\*

Dollars

Memo 312 N Main - SDD Application

